

# SKILL DEVELOPMENT SEMINAR LOG

Department: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

STAFF MEMBER	COMPETENCY FOCUS	PRE	POST	ACTION ITEMS / FOLLOW-UP
Jane Doe	Advanced Data Visualization			Implement new dashboard metrics by Q3
John Smith	Conflict Resolution			Lead internal team mediation session

<b>STAFF MEMBER</b>	<b>COMPETENCY FOCUS</b>	<b>PRE</b>	<b>POST</b>	<b>ACTION ITEMS / FOLLOW-UP</b>
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## **FACILITATOR OBSERVATIONS & NOTES**